

# NHCRN News

New Hampshire Career Resource Network

Volume 005

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## Where The Jobs Are

(25 Occupations with the most annual openings.)

Occupation, (SOC Code)	Empl. 2002	Growth Rate	Avg Ann Openings	Avg Wage*
Salespersons-Retail (412031)	25,450	23%	1,516	\$11.24
Cashiers (412011)	20,560	21%	1,429	\$ 8.56
Waiters and Waitresses (353031)	12,170	24%	913	\$ 7.54
Combined Food Prep/Serving Workers, Inc. Fast Food (353021)	10,760	29%	773	\$ 8.25
Registered Nurses (291111)	11,790	38%	698	\$23.46
General and Operations Managers (111021)	10,910	21%	436	\$39.79
Supervisors/Managers, Retail Sales Workers (411011)	10,480	18%	379	\$16.60
Sales Reps, Wholesale & Mfg-ExceptTech/Science Prods (414012)	7,200	21%	340	\$24.97
Stock Clerks and Order Fillers (435081)	8,410	2%	332	\$10.59
Teachers' Assistants (259041)	7,800	23%	330	\$19,944
Customer Service Representatives (434051)	7,890	25%	311	\$13.80
Janitors/Cleaners, Ex. Maids/Housekeeping Cleaners (372011)	8,370	18%	310	\$10.46
Managers, all other (119199)	9,820	10%	293	\$36.11
Truck Drivers, Heavy and Tractor-Trailer (533032)	7,620	21%	283	\$15.81
Receptionists and Information Clerks (434171)	5,040	31%	278	\$10.72
Business Operations Specialists, all other (131199)	5,490	32%	268	\$22.81
Office Clerks, General (439061)	7,910	11%	265	\$12.34
Nursing Aides, Orderlies, and Attendants (311012)	6,340	28%	258	\$11.32
Bookkeeping, Accounting, and Auditing Clerks (433031)	9,930	6%	245	\$13.56
Sales Reps, Wholesale & Mfg-Tech/Science Prods (414011)	4,550	23%	226	\$33.90
Teachers, Elementary School, Except Special Education (252021)	6,010	16%	226	\$42,216
Supervisors/Managers, Office/Admin Support Workers (431011)	7,100	10%	222	\$19.00
Mechanics and Automotive Service Technicians (493023)	5,040	16%	216	\$16.77
Laborers & Freight/Stock/Material Movers, Hand (537062)	5,360	7%	210	\$10.62
Teachers, Secondary School, Exc Spec and Voc Ed (252031)	4,430	19%	208	\$44,118

Guidance Counselor: *Some of our students will go on to college, but others will go directly into the workforce. What are some of the options I can encourage them to pursue?*

This information and a whole lot more can be seen in the publication *NH Employment Projections by Industry and Occupation, 2002-2012*. Get your copy by going to the Economic & Labor Market Information Bureau's website at [www.nhes.state.nh.us](http://www.nhes.state.nh.us) (or) by calling (603) 228-4124.

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Provided by the New Hampshire Career Resource Network (NHCRN) within the Department of Employment Security's Economic and Labor Market Information Bureau.



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## Attention STC Coordinators

Are your students interested in Marine Science or Marine Biology?



My name is Jim Cilley and I am the new School-to-Career Coordinator at Belmont High School in Belmont, NH. I have done many job shadows and informational interviews so far this school year. There is a major resource that might be intriguing to other STC Coordinators who have students interested in a career in Marine Science or Marine Biology.

The New England Aquarium in Boston, MA has what is called a behind-the-scenes tour of the facility. You get to speak with some of the specialists and handlers (this gives the students a first-hand understanding of what they do). The tour guides are also very knowledgeable. This is a great way to get a unique insight into these occupations.

This is a great field trip to take your students on that is not only fun for them but also extremely helpful and educational.

The cost of the trip, which includes both the general admission and the behind-the-scenes tour is \$17.50 for the students and free for the chaperone. They take groups of ten at a time. For every ten students you bring, you can have a free chaperone.

I thought I would pass this valuable information on to NHCRN News readers. If you have questions, please contact me. Jim Cilley, STC Coordinator, Belmont High School.



*“Nearly one-third of the Granite State’s population was born between 1946 and 1965; this generation is driving the increased demand for jobs in the service-providing industries.”*

*“Education occupations will be in demand as the population grows. Aging baby-boomers will drive the increase in health occupations.”*  
Vital Signs 2005

**The Keene State College Curriculum Materials Library is a free lending library for all in NH education to use.**

**Do you need some help with materials? Want a particular video for your students to view? Need to review something before buying it? What, no money? No problem.**

**The lending library gives you the opportunity to borrow materials to decide if your school should purchase them. If you only need a book, video, or other item once a year as part of your curriculum, you can borrow it for your class then return it without spending any money. They have a small budget and can sometimes purchase special materials as well.**

**Give them a call and let them know what you’re looking for or just to find out what is available. Contacts: Peggie Partello, 358-2729 or Judy Ford, jford@keene.edu or 358-2750.**



Do you know a student that could write an

article on a subject related to career exploration? If so, we would like to hear from you. We are always looking for bright young New Hampshire authors to lend their writing abilities to our annual Job Notes publication. They get a great opportunity to show off their writing skills to a readership of over 50,000 while we get another great career development story from the student's view. To find out more call (603)229-4489 or email me at riric@nhes.state.nh.us.

**Student Authors Needed**



## Career Development Facilitator Institute

### Spring 2005 Class Starts Very Soon

### *Help Spread the Word*



The next Career Development Facilitation Institute begins Friday, March 18 in the seacoast town of Dover, New Hampshire. The number of seats is limited to 20, so contact April O'Keefe (aprilokeefe@Comcast.net) right away. Classes meet on the following Friday evenings (5:30 to 9:00 p.m.) and Saturdays (9 a.m. to 4:30 p.m.):

Friday, March 18	Saturday, April 2
Saturday, April 16	Friday, May 6
Friday, May 20	Friday, April 1
Friday, April 15	Saturday, May 7
Saturday, May 21	

This Institute is formatted to accommodate the busy schedules of working professionals across New England. The 100-hour CDF certification program combines traditional classroom instruction (dates listed above) with on-line communication tools and individual fieldwork. Participants must have reliable access to a computer and the Internet, and have some experience with email and surfing the web. Expect that you will spend a significant amount of time on activities outside the formal classroom and on line. Ten participants are required for the class to run; enrollments are limited to 20.

#### Academic Credit

Academic credit is available to qualified graduate and undergraduate students at a reasonable additional cost. Plymouth State University offers six graduate credits for this experience. The College for Lifelong Learning offers 8 credits to qualified students. Contact April O'Keefe at 207/439-5660 for details. See "Cost for CDF Institute" (last paragraph).

#### What will you learn?

This training teaches professionals and paraprofessionals how to use formal techniques that augment career search, guidance, counseling, and/or placement. Participants learn to apply standardized information, resources, and career development theories so that they can assist others in their career development

or career search process. The skills and techniques gained in this program can be applied immediately. Participants receive instruction from a qualified team of nationally certified trainers with a focus on applied learning. Instructors Linda Sellner and April O'Keefe are qualified by and registered through the National Career Development Association.

#### Who Should Attend?

Human resource professionals  
Training and development professionals  
Labor market information & One-Stop career center personnel & Workforce development professionals  
Adult educ & School-to-Work programs  
K-12 school settings (including academic teachers and counselors)  
Technical college systems  
Academic and career counseling settings in higher education  
Student placement services  
Vocational rehabilitation  
Job training agencies  
Employment services  
Community-based organizations

#### Nationally Recognized CDF Credential

Those who complete the CDF curriculum are eligible, through application, for a credential as a Certified Career Development Facilitator. Certification is granted through the Center for Credentialing and Education (CCE), a subsidiary of the National Board for Certified Counselors (NBCC).

#### The 12 Career Development Facilitator Competencies

Curriculum for this program is based on the 12 CDF competencies developed by the National Career Development Association. In order to be certified, a Career Development Facilitator will be competent in the following areas:

1. Helping Skills
2. Labor Market Information & Resources
3. Working with Diverse Populations
4. Technology & Career Development
5. Ethical & Legal Issues

6. Employability Skills
7. Consultation/Supervision
8. Training Clients and Peers
9. Career Dev Theories & Models
10. Program Mgt & Implementation
11. Assessment
12. Promotion & Public Relations

#### Endorsements

The National Career Development Association, the American Counseling Association, the National Board of Certified Counselors, and the National Association of Workforce Development Personnel endorse the Career Development Facilitator Training program.

The National Occupation Information Coordinating Committee's Career Development Institute at Oakland University in Rochester, Michigan developed the CDF curriculum. Cost for the Career Development Facilitator Institute

**The number of seats is very limited, so register right away.**

#### To Register

**The CDF workshop fee is \$700 per participant, plus \$100 for materials and technology fees. Academic credit is available to qualified graduate and undergraduate students at additional cost.**

**For details about registration, workshop fees, materials, or academic credit, contact April O'Keefe (aprilokeefe@comcast.net or 207/439-5660).**



## Career Development Web Sites To Check Out

Know a good site - let me know so we can share with your fellow professionals.

**America's Job Bank** – search a nationwide listing

[www.acinet.org](http://www.acinet.org)

**America's CareerInfo Net** – labor market and career information both nationwide and by state

[www.alx.org](http://www.alx.org)

**Federal Jobs Central** – information on jobs with the federal government

[www.fedjobs.com](http://www.fedjobs.com)

**Career Mosaic** – commercial job and career site

[www.careermosaic.com](http://www.careermosaic.com)

**Career Path** - commercial job and career site

[www.careerpath.com](http://www.careerpath.com)

**The Employment Guide's Career Web** – commercial job and career site

[www.cweb.com](http://www.cweb.com)

**Jobweb** - commercial job and career site maintained by the National Association of Colleges and Employers

[www.jobweb.org](http://www.jobweb.org)

**Monster Board** – commercial job and career site

[www.monster.com](http://www.monster.com)

**The Riley Guide** – employment opportunities and resources

[www.rileyguide.com](http://www.rileyguide.com)

**Occupational Outlook Handbook** – career information from the Bureau of Labor Statistics

[stats.bls.gov.oco/home.htm](http://stats.bls.gov.oco/home.htm)

**Employment and Training Administration** – job and career

information

[www.doleta.gov/individ.htm](http://www.doleta.gov/individ.htm)

**National Center for Education Statistics** – College Opportunities On-Line

[www.nces.ed.gov/ipeds/cool](http://www.nces.ed.gov/ipeds/cool)

**The College Board** – information on colleges, testing, and more

[www.collegeboard.org](http://www.collegeboard.org)

**Peterson's** – the popular print guide to colleges on-line

[www.petersons.com](http://www.petersons.com)

**Embark** – college information such as schools, scholarships, distance learning, testing, and more

[www.embark.com](http://www.embark.com)

**College Net** – college information such as schools, scholarships, distance learning, testing, and more

[www.collegenet.com](http://www.collegenet.com)

**Job Corps NE** – information about New England's Job Corps Program

[www.NEJobCorps.org](http://www.NEJobCorps.org)

**School-to-Work** – information about school-to-work in New Hampshire

[www.ed.state.nh.us/SchoolToWork/Sch-To-Wk.htm](http://www.ed.state.nh.us/SchoolToWork/Sch-To-Wk.htm)

**Educational Resources Information Center (ERIC)**

– research materials on topics such as career development, conflict resolution, and achievement

[www.uncg.edu/edu/ericcass/libhome.htm](http://www.uncg.edu/edu/ericcass/libhome.htm)

**New Hampshire Career Resource Network** – career development information [www.state.nh.us/elmi/nhcrn/index.htm](http://www.state.nh.us/elmi/nhcrn/index.htm)

**New Hampshire Employment Security** – job opportunities & labor market information [www.state.nh.us/elmi/index.html](http://www.state.nh.us/elmi/index.html).



Please note any changes to your address below.

Address Service Requested

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32 S Main St

ELMI, New Hampshire Employment Security

**NEW HAMPSHIRE CAREER RESOURCE NETWORK**